

Attachment C
PROJECTED PROFIT AND LOSS
FY 2010

REVENUE		
Contributions--Individuals*	\$	4,250.00
Annual Fundraising Dinner	\$	10,000.00
(100 attendees @ \$100/ticket)		
Event Admission Fees	\$	4,750.00
(85 attendees @ \$10/ticket x 4 workshops or \$3,400/yr)		
(15 attendees @ avg of \$9/ticket x 10 films or \$1,350/yr)		
Event Sponsorship	\$	5,000.00
(includes 5 booths @ \$100/booth x 4 events or \$2,000/yr)		
Corporate Grants/Sponsorship	\$	26,000.00
Municipal Sponsorship*	\$	50,000.00
TOTAL REVENUES	\$	100,000.00
EXPENSES		
PERSONNEL		
Salaries and Wages - General		
Project Director (FTE) (40h/wk @ \$21.25hr)	\$	40,800.00
Mandated Taxes		
FICA/Medicare (Social Security-employer share) (@ 7.65% x total salaries)	\$	3,121.20
CA SUI (State Unemployment Insurance) (@ appx. 6.7% x salaries)	\$	2,733.60
*Max. \$7,000 per employee per calendar year		
FUTA Federal Unemployment Tax (@ .08% x salaries)	\$	326.40
*Worker's Comp Insurance (@ 2.3% x salaries)	\$	938.40
*Workers Comp rates dependent upon risk and vary by job classification.		
*Health/Dental/ADD&D Insurance		
(# of employees x \$225 x 12 month) (1 staff @ \$2,700/yr)		Plan to Opt Out
*Eligibility and Cost depend on hours worked, age and choice of plan.		
PERSONNEL SUBTOTAL	\$	47,919.60
NONPERSONNEL- Program Expenses		
Annual Fundraising Dinner		
Advertising/Invitations (includes posters and 200 invitations)	\$	1,000.00
Postage (200 x \$0.42)	\$	84.00
Special Events insurance Certificate	\$	50.00
Program Catering	\$	5,000.00
(Catering for 100 x \$35.00/plate x 9.75% Tax + 20% Gratuity + staff (3hrs x \$13/hr x 10 servers))		
Sub Total		
	\$	6,134.00
Environmental Recognition Program		
Program Materials	\$	1,000.00
Events		
Fliers (\$225 x 4 events - includes 2,500 8.5x11 dbl sided/folded fliers/event)	\$	900.00
Postage (1,000 fliers @ \$0.37 x 4 events)	\$	1,480.00
Special Events insurance Certificate (\$50 x 4 events)	\$	200.00
Survey Monkey (Event surveys \$19.95/mo @ 5 surveys per year)	\$	100.00
Burbank Leader Ad space (1/8 pg ad @ \$486 for 3days x 4 events)	\$	1,944.00
Location Rentals	\$	5,600.00
(\$1400x4 events - includes space, A/V equipment, and party rentals)		
Sub Total (\$5,000 will be covered through event sponsorship)		
	\$	10,224.00
Film Series		
Screening Rights (average is \$200 per movie x 10 months)	\$	2,000.00
Misc Program Expenses		
Email Marketing (Vertical Response \$12.75/mo x 12 months)		N/A at this time
Misc printing and copying (includes Film Series, ERP program, Community Development, & Taste of Burbank)	\$	700.00
Graphic Design Services		\$2,000.00
Event Materials, Post cards, Promotional Materials, Invitations		
Sub Total		
	\$	2,700.00
Misc Program Insurance		
Sexual abuse/molestation insurance	\$	250.00
Misc Insurance costs through Community Partners	\$	500.00
Sub Total		
	\$	750.00
PROGRAM EXPENSES SUBTOTAL	\$	22,808.00

Subtotals

\$ 6,134.00

\$ 10,224.00

\$ 2,700.00

\$ 750.00

Attachment C
PROJECTED PROFIT AND LOSS
FY 2010

NONPERSONNEL- Operating Expenses			
			Subtotals
	Occupancy		
	Office Rent (@ \$600.00/mo (500s.f. @ \$1.20/s.f. per year))	\$	7,200.00
	Premise Insurance	\$	500.00
	Sub Total		\$ 7,700.00
	Equipment/Furniture Purchase/Lease		
	(1) Computer + (1) Printer (includes software & office suite)	\$	1,500.00
	(1) Copy machine + (1) Scanner (\$400.00)		N/A at this time
	(1) Postage meter and scale (@ \$30.00/mo)		N/A at this time
	Office furniture (Desk, chairs, file cabinet, lighting, telephone etc.)	\$	2,000.00
	Sub Total		\$ 3,500.00
	Telephone/Fax/Utilities		
	Telephone: DSL/Fax/Utilities (approx @ \$200.00/mo x 12)(included in rent)		N/A at this time
	Installation		N/A at this time
	Conference Calling (\$400.00/yr)		N/A at this time
	Website Hosting (BlueHost.com)	\$	107.40
	Domain Registration (BlueHost.com)	\$	9.95
	Sub Total		\$ 117.35
	Postage - Routine, Courier and Express Mail		
	\$75.00/month X 12	\$	900.00
	Office Supplies		
	\$350 per employee/year x 1 employee	\$	350.00
	Stationary		
	Letter Head, Envelopes, Business Cards	\$	400.00
	Reimbursements		
	Travel - Local (1 Staff @ 200/mile per month @ \$0.55 per mile for 12 months)	\$	1,320.00
	Cell Phone Usage		N/A at this time
	Sub Total		\$ 1,320.00
	Parking		
	1 Staff (@ \$40.00/mo or \$480/yr)		N/A at this time
	Conference Registration		
	1 Staff @ \$400.00/each X 3 Conferences per year	\$	1,200.00
	Marketing		
	Founding Donor Earth Day ad	\$	500.00
	Membership and Subscriptions		
	Burbank Chamber of Commerce membership (\$25 reg fee + \$180/yr)	\$	205.00
	Burbank Chamber of Commerce monthly luncheon (\$21.50/mo)	\$	258.00
	Green America/Co-op America Subscription	\$	20.00
	Green America/Co-op America Membership (\$95 one time fee + \$85/yr)		N/A at this time
	Inclusion in Web Databases		N/A at this time
	Sub Total		\$ 483.00
	OPERATING EXPENSES SUBTOTAL	\$	16,470.35
	EXPENSES SUBTOTAL		
	PERSONNEL	\$	47,919.60
	NONPERSONNEL- Program Expenses	\$	22,808.00
	NONPERSONNEL- Operating Expenses	\$	16,470.35
	TOTAL EXPENSE BEFORE CP FEES	\$	87,197.95
	CP PROJECT ADMINISTRATION		
	9% of Revenues	\$	4,500.00
	12% of Revenue for Foundation Grants	\$	6,000.00
	TOTAL CP FEES	\$	10,500.00
	GRAND TOTAL EXPENSES	\$	97,697.95
	GRAND TOTAL REVENUE	\$	100,000.00
	EXCESS REVENUE OVER/UNDER EXPENSES	\$	2,302.05

*Footnotes: Projected Revenue Sources:
Contributions--Individuals: Senior Executives Burbank Businesses
Municipal Sponsorship: City of Burbank

Attachment D
PROJECTED USE OF CITY OF BURBANK, MUNICIPAL FUNDING
FY 2010

REVENUE		
City of Burbank Funding	\$	50,000.00
*Event Sponsorship (BGA to secure & apply toward event expenses) (includes 5 booths @ \$100/booth x 4 events or \$2,000/yr)	\$	5,000.00
TOTAL REVENUES	\$	55,000.00
EXPENSES		
PERSONNEL		
Salaries and Wages - General		
Project Director (FTE) (30h/wk @ \$21.25/hr)	\$	30,600.00
Mandated Taxes		
FICA/Medicare (Social Security-employer share) (@ 7.65% x total salaries)	\$	2,340.90
CA SUI (State Unemployment Insurance) (@ appx. 6.7% x salaries)	\$	2,050.20
*Max. \$7,000 per employee per calendar year		
FUTA Federal Unemployment Tax (@ .08% x salaries)	\$	244.80
*Worker's Comp Insurance (@ 2.3% x salaries)	\$	703.80
*Workers Comp rates dependent upon risk and vary by job classification.		
*Health/Dental/ADD&D Insurance (# of employees x \$225 x 12 month) (1 staff @ \$2,700/yr)		Plan to Opt Out
*Eligibility and Cost depend on hours worked, age and choice of plan.		
PERSONNEL SUBTOTAL	\$	35,939.70
NONPERSONNEL- Program Expenses		
Environmental Recognition Program		
Program Materials	\$	1,000.00
Events		
Fliers (\$225 x 4 events - includes 2,500 8.5x11 dbl sided/folded fliers/event)	\$	900.00
Postage (1,000 fliers @ \$0.37 x 4 events)	\$	1,480.00
Special Events insurance Certificate (\$50 x 4 events)	\$	200.00
Survey Monkey (Event surveys \$19.95/mo @ 5 surveys per year)	\$	100.00
Burbank Leader Ad space (1/8 pg ad @ \$486 for 3days x 4 events)	\$	1,944.00
Location Rentals (\$1400x4 events - includes space, A/V equipment, and party rentals)	\$	5,600.00
Sub Total (\$5,000 will be covered through event sponsorship)		
Misc Program Expenses		
Misc printing and copying (includes ERP program, Community Development, & Taste of Burbank)	\$	500.00
PROGRAM EXPENSES SUBTOTAL	\$	11,724.00
NONPERSONNEL- Operating Expenses		
Reimbursements		
Travel - Local (1 Staff @ 200/mile per month @ \$0.55 per mile for 12 months)	\$	1,320.00
Sub Total		
OPERATING EXPENSES SUBTOTAL	\$	1,320.00
EXPENSES SUBTOTAL		
PERSONNEL	\$	35,939.70
NONPERSONNEL- Program Expenses	\$	11,724.00
NONPERSONNEL- Operating Expenses	\$	1,320.00
TOTAL EXPENSE BEFORE CP FEES	\$	48,983.70
COMMUNITY PARTNERS (CP) PROJECT ADMINISTRATION		
12% of Revenue for Foundation Grants	\$	6,000.00
TOTAL CP FEES	\$	6,000.00
GRAND TOTAL EXPENSES	\$	54,983.70
GRAND TOTAL REVENUE	\$	55,000.00
EXCESS REVENUE OVER/UNDER EXPENSES	\$	16.30

Subtotals

\$ 10,224.00

Subtotals

\$ 1,320.00